

California Association for Behavior Analysis

President Position Description

Term: Three years (July 1, 2010 – June 30, 2013) – serving as President-Elect, President and Past-President

Estimated Time Commitment: approximately 20 hours per month, but up to 15 hours per week depending on the issues that arise

General Overview:

According to the CalABA Bylaws, the President serves as the executive officer of the corporation and, subject to the control of the Board of Directors, supervises and controls the affairs of the corporation and the activities of the officers. The President is responsible for ensuring that the Board of Directors are aware of and fulfill their governance responsibilities; comply with applicable laws and bylaws; conduct board business effectively and efficiently; and are accountable for their performance. The President-Elect performs the duties of the President if the President is unable to do so. The Past President performs the duties of the President if the President and the President-Elect are unable to do so.

Specific Responsibilities:

1. Provides structure so that the work of the Board and CalABA can be accomplished.
2. Ensures that Board members understand their roles and are able to fulfill those expectations.
3. Plans agendas for board meetings and chairs meetings according to acceptable rules of order for the purposes of encouraging all members to participate in discussion and arriving at decisions in an orderly, timely and democratic fashion.
4. Help guide and mediate Board action with respect to CalABA's priorities and governance concerns.
5. Ensures that management tools are developed and implemented (e.g., action plans, budget).